

# Bangor University Talentlink User Guide



## Guide 7: Searching the Archive and Copying from the Archive

### Introduction

This guide provides an introduction to searching for archived jobs and copying the content of an archived job into a new requisition.

Section A: Searching the Archive

Section B: Copying Job content from the Archive

### Section A: Searching the Archive

- Click the left-hand menu

A screenshot of the Talentlink software interface. At the top, there is a navigation bar with links like 'Most Visited', 'Getting Started', 'Latest Headlines', 'Portal', 'Ework', 'Agresso', 'Bangor BI', 'HESA', and 'Translation'. Below the navigation bar, a date selector shows '02/09/2011'. The main area is divided into several modules: 'TASKS' (listing tasks with due dates and titles), 'JOBS' (listing jobs with titles, approval steps, and counts), and 'WHAT'S NEW' (listing recent activity with dates and senders). A red arrow points to the 'JOBS' module.

- Click the + sign next to **Advanced Search** and select **Jobs** – a pop up window will appear
- Use the search criteria to search by Job Title, Job Number or Organisation
- Change the **Display to Archived Jobs** and click **Search**

- If you have searched for specific job number, you will be taken to the job details for that job.
- If you have searched by Job title or Organisation, you will be presented with a list of jobs that match the criteria
- Click **Select** next to the job you wish to view

Please select a Job

Filter

Display: Archived Jobs  
Job Title: Research Officer

Job Title	Job number	Internal Job Number	Status	Created
Select Research Officer	BU00015	-	Open	13/07
Select Research Officer	BU00043	-	Open	26/09
Select Research Officer	BU00595	-	Closed / Filled	23/04
Select Research Officer	BU00494	-	Closed / Filled	28/01
Select Research Officer	BU00475	-	Closed / Filled	08/01
Select Research Officer	BU00090	-	Open	08/11
Select Research Officer	BU00112	-	Closed / Filled	26/11
Select Research Officer	BU00193	-	Closed / Filled	08/02
Select Research Officer	BU00207	-	Closed / Filled	21/02
Select Research Officer	BU00263	-	Closed / Filled	19/04
Select Research Officer	BU00355	-	Open	07/08

## Section B: Copying Job content from the Archive

- Click the left-hand menu

mrtdtalentlink.com https://emea3.mrtdtalentlink.com/tlk/pages/restricted/hostpage.jsp

Most Visited Getting Started Latest Headlines Portal Ework Agresso Bangor BI HESA Translation

▼▼ Talent Acquisition from Lumesse

02/09/2011

**TASKS**

Due Date	Title
29/10/2011	Your Interview with hgfhc goryuj for the testing teams position is confirmed.
21/10/2011	Request to conduct a CV review for Test testing recruiter access for the role of testing dept access
13/10/2011	Availability Define

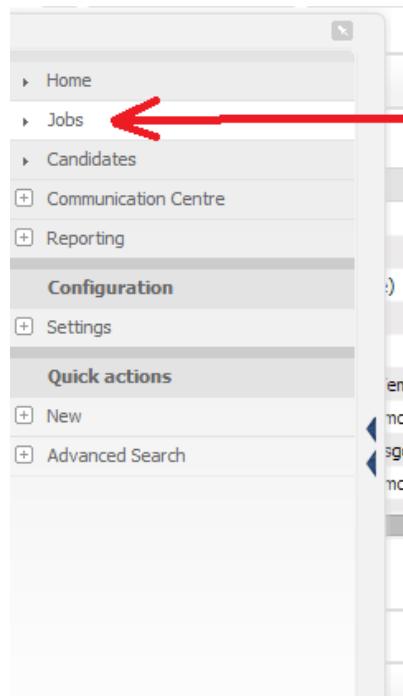
**JOBS**

Title	Approval Step	New	In Proce:	Offered	All
JAL TEST 1	Approved	0	0	1	6
testing teams	Approved	0	8	0	8

**WHAT'S NEW**

Sending Date	From
20/10/2011	Bangor GSA
19/10/2011	Bangor GSA
18/10/2011	Bangor GSA
17/10/2011	Bangor GSA

- Click **Jobs**, you be presented with a list of current jobs in your area(s)



- Click  next to **Jobs** and click **Search**
- Change **Display Option** to **Archived Jobs** and click **Search**

A screenshot of a 'Search criteria' dialog box. The dialog is divided into several sections:
 

- Search criteria** (header)
- Organisation**: Central Services
- Hiring Team**: All
- Job Status**: All
- Requisition Type**: All
- Role Profile**: All
- Welsh language competency level required**: Select 'Job Category'
- Job Category**: All
- Request Type**: All
- Primary Location (Campus)**: All
- DBS Required**: All
- Keyword**: (empty input field)
- Display Option**: (radio buttons)
  - Active Job Vacancies (unchecked)
  - Archived Jobs (checked, highlighted with a red arrow)

 At the bottom are buttons: **Clear Criteria**, **Search** (highlighted with a red arrow), and **Cancel**.

- You will now be presented with a list of archived jobs for your area(s)

- Click in the radio button next to the job you wish to copy

Jobs General Applications

Filter by: Central Services

Job Title	Candidates			
	New	In Process	Offered	All
Academic Support Librarian (Healthcare Sciences) (BU00486)	0	0	0	0
Administrative Assistant (BU00628)	0	0	0	6
<b>Administrative Assistant (Maintenance) (BU00223)</b>	0	0	0	24
Administrative Officer (HEAR Project)	0	0	0	46

- Once again, click  next to **Jobs** then click **Copy Job Opening**

JOBS

Jobs

Filter by: Central Services

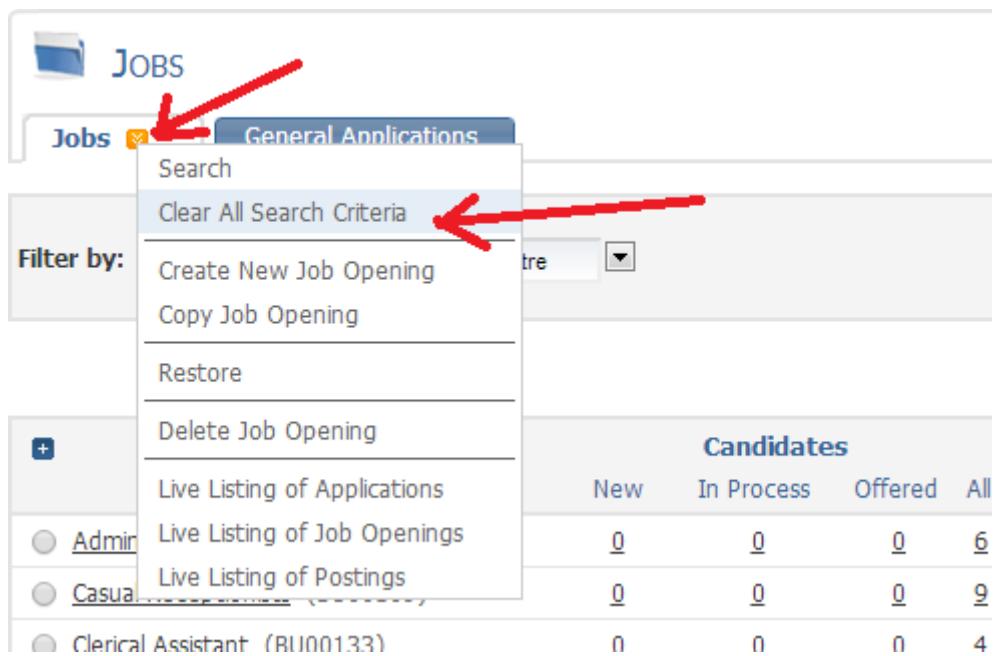
- Search
- Clear All Search Criteria
- Copy Job Opening** 
- Restore
- Delete Job Opening
- Live Listing of Applications
- Live Listing of Job Openings
- Live Listing of Postings

Academic Support Librarian (Healthcare Sciences) (BU00486)

Administrative Assistant (BU00628)

- The details for the NEW post will then be displayed. Please follow Guide 3 Section C and D for editing this Job Requisition and Guide 4 to send it for approval

- Please remember to **Clear All Search Criteria** when you have finished copying so that you presented with current posts the next time you go to the **jobs** screen.



The screenshot shows the 'JOBS' screen. In the top left, there is a 'Jobs' button with a yellow 'x' icon. A context menu is open from this button, with 'General Annlications' as the title. The menu includes the following options:

- Search
- Clear All Search Criteria** (highlighted with a red arrow)
- Create New Job Opening
- Copy Job Opening
- Restore
- Delete Job Opening
- Live Listing of Applications
- Live Listing of Job Openings
- Live Listing of Postings
- Clerical Assistant (RU00133)

On the right side of the screen, there is a 'Candidates' table with the following data:

	New	In Process	Offered	All
0	0	0	6	6
0	0	0	9	9
0	0	0	4	4